

# Transaction Privilege (Sales) Tax & Occupational Business License Application Information (Out-of-City Businesses)

# GENERAL APPLICATION INFORMATION

## **Reference Documents**

- Arizona Revised Statutes, Title 9, Cities and Towns, Chapter 7, Article 4
- City of Flagstaff City Code, Title 3 Business Regulations

## **Important Facts**

- The application review process will be suspended due to incomplete applications.
- Any documents in this packet may be found on the City website at <a href="www.flagstaff.az.gov">www.flagstaff.az.gov</a>.
- Applicants may receive a clarification from the City of Flagstaff of any interpretation or application of a statute, ordinance, code, or authorized substantive policy statement affecting the procurement of a license by providing the municipality a written request.

# **City of Flagstaff Contact**

Phone: 928-213-2250

Email: smiller@flagstaffaz.gov

• For questions on this application, please contact:

Sue Miller Administrative Specialist

# **Application Requirements/Checklist**

\*\*All of the following documents are required\*\*

\*\* All information must be completed before any review will take place\*\*

\$46 Transaction Privilege Tax License Fee paid to City of Flagstaff. (Non-refundable)
\$20 Occupational Business License Fee paid to City of Flagstaff. (Non-refundable).
☐ Transaction Privilege (Sales) Tax/Occupational Business License application
Licensing Eligibility Form

\*\*If you are unsure which license is applicable for your business, please contact the City at 928-213-2250 for more information.\*\*

### **Review Timeframes**

Administrative Review- 15 Business Days Substantive Review- 20 Business Days

Total review: 35 Business Days

\*\*Please Note: Timeframes may be less if all information is provided in a timely manner\*\*

# APPLICATION REVIEW INFORMATION



# Transaction Privilege (Sales) Tax & Occupational Business License Application Information (Out-of-City Businesses)

#### PHASE 1- ADMINISTRATIVE REVIEW

Timeframe: 15 Business Days

Notification of incomplete application information will suspend the overall review timeframe.

- 1. City of Flagstaff (Initial Review)
  - a. A complete application will proceed to Phase 3-Substantive Review.
  - b. An incomplete application will be sent a comprehensive written notice of all incomplete application items.
- 2. Taxpayer (Follow-up)- 20 business days
  - a. If no information is returned to the City within 20 business days, the City will consider the application withdrawn and all fees will be forfeited.
  - b. If information is returned within 20 business days, the City will continue the review of the application.
- 3. The review and notification process will continue for two reviews. After the second request for more information, the City of Flagstaff will not send a third request and the application will be withdrawn and all fees forfeited.

#### PHASE 2- SUBSTANTIVE REVIEW

Timeframe: 20 Business Days

Notification of incomplete application information will suspend the overall review timeframe.

- 1. Substantive Review- City of Flagstaff (Initial Review)- 20 Business Days from the date of the completed application as noted in Phase 1- Administrative Review.
  - a. If no other information is required, the City will issue the license within 20 business days.
  - b. If more information is required, a comprehensive written notice of all items that require further explanation will be sent. Upon mailing of the notice, the review timeline will be suspended until all requested information is provided.
- 2. Taxpayer (Follow-up)- 20 business days
  - a. If no information is returned to the City within 20 business days, the City will consider the application withdrawn and all fees forfeited.
  - b. If information is returned within 20 business days, the City will continue the review of the application.
  - c. If no information or incomplete information is returned to the City within 20 business days, the City will deny the application and all fees will be forfeited.

#### PHASE 3- LICENSE ISSUANCE OR DENIAL

- 1. If all requirements are met, the license will be issued and mailed.
- 2. If all requirements are not met, a license denial letter will be mailed to the applicant with detailed information of the appeals process and contact person(s).

Sales Tax Division City of Flagstaff
Privilege (Sales) Tax and Occupational Business License Application

211 W. Aspen Av
gstaff, AZ 86001-5359
DI 000 040 005

Phone: 928-213-2250 Fax: 928-213-2209

<u> </u>		Nam Decision			O ('f l' l- l - \	lo		For Office Use Only
Check any that apply:		New Business     New Owner of Existing Business		Former Owner (if applicable)		Start L	Date (In Flagstaff)	,
		Name Change Only		Current City License #		Date o	of Chan* ^	License Type
		Location Change						TPT BL
SECTION I. B Business Name (L		SS INFORMATION		Doing D	usiness as Name (DBA	A Nama)		License Fee
business maine (L	Legai ivai	ne)		Doing bi	usiness as Maine (DD)	A Mame)		Total
Street #	Direction	Street Name					Suite/Apt. #	<del>‡</del>
City			State	Z	IP+ 4	Busine	ess Phone #	Tax Types
E-mail Address			State ID#		Contractors #	Federa	I ID#	09- Publishing
SECTION II. I	MAILIN	G ADDRESS & PH	HONE NUMBER	₹				10- Job Printing 11- Rest./Bars
Enter Name if Diff	ferent fror	n Section I (above) or I	Inter Care-of Name	!				12- Amusements
Street #	Direction	Street Name					Suite/Apt.	# 13- Comm. Rent.
	200	ou out i taiii.						14- TPP
City			State		ZIP+ 4	Busir	ess Phone #	15- Contracting 17- Retail
SECTION III.	BUSIN	ESS OWNERSHIF	& RECORD L	OCATIO	NC			18- Advertising
Ownership Type:	Indiv	ridual LLC Corp	State of Inc		Ltd. Partnership (	Gen. Partnership	Other:	25- Hotel/Motel
		If LLC- IRS filing de	signation: Sole I	Proprieto	r Corporation P	artnership		35- BBB
Owners, Partn	ners, 1)	Name				Social	Security #	Other
Officers, Indivi		Home Address				Title		
or LLC Membe	ers	Home Address				Tide		<del></del>
(For Additional Na Please Attach List	,	City	State ZIP+ 4 Phone #				#	
2)		Name Social Security #						Other Info
		Home Address Title						
		City	State ZIP+ 4 Phone #					
Corporate or L	I.C.	Name				Phone	#	_
Statutory Ager								
Location Whe	re	Name				Phone	#	Initials
Business Reco	cords	Address				City	State	ZIP+ 4
SECTION IV.	BUSIN	ESS TYPE						
Retail Sales	C	Construction Contracting	g Hotel/Mo	tel	Restaurant/Bar	Commercial F	Rental An	nusements
Manufacturer		Personal Property Rent	al Wholesa	ler	Advertising	Telecommuni	cations Otl	her
Describe Natu Business	ire of							
Check method yo	u will use	in submitting reports:	Cash Receipts	Accr	ual Does this location	on sell secondhan	d items? Yes	No
SECTION V. I	BUSINE	SS PREMISES S	TATUS		,			
Check One:		Do you own your busir	ess location? Y		lo If yes, is this you	ır residence? Y		e Footage
In City	If no, complete Landlord/Property information   of Prem				mise: Phone #			
Out of City  Do you rent a portion of the business premises to another entity? Yes No								
		made in this applicatio	n are true and comp	olete to th	ne best of my knowled	ge. I have read ar		all statutes, ordinances ime deemed necessary
o inspect work bei imely and pay any	ing done , and all t	relating to this license. axes due by me to the	I accept the license	e authori:	zed and issued in resp	onse to this applic	cation with the cor	ndition that I report nd that incomplete forms
orms may delay p Print Name	ocessing	<u>1.</u>	Signature			Titl	е	Date



Before issuing a license to an individual, the individual must present one of the following documents to the municipality indicating that the individual's presence in the United States is authorized under federal law:

Check the box next to the document indicating fawful presence.
An Arizona driver license issued after 1996, or an Arizona non-operating
identification license.
A driver license issued by a state that verifies lawful presence in the United States.
(See overview of States' Driver's License Requirements)
A birth certificate or delayed birth certificate issued in any state, territory, or
possession of the United States.
A United States certificate of birth abroad.
A United States passport.
A foreign passport with a United States visa.
An I-94 form with a photograph.
A United States citizenship and immigration services employment authorization
document or refugee travel document.
A United States certificate of naturalization.
A United States certificate of citizenship.
A tribal certificate of Indian blood.
A tribal or bureau of Indian affairs affidavit of birth.
This provision does not apply to an individual, if <u>all</u> of the following apply:
1. The individual is a citizen of a foreign country, or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the

2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

Signature of Applicant	Date	Date
Signature of Municipal Employee	Date	Date